

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Confirmation of Employment

We are pleased to confirm your employment with [Company Name] in the position of [Employee's Position] effective [Start Date].

Your employment will be governed by the terms and conditions outlined in your offer letter dated [Offer Letter Date].

[Additional details about job responsibilities, reporting structure, or other relevant information]

We welcome you to the team and look forward to your contributions to our organization.

Please do not hesitate to reach out if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]